

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Announcement: PSIP/I/CON (IV)**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Consular Section (IV)  
**Opening Date:** March 10, 2011  
**Closing Date:** March 31, 2011  
**Work Hours:** 8 hours (fewer hours may be acceptable)  
**Days per week:** 5 days per week (alternative work time may be acceptable)  
**Duration:** June – September 2011

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Consular Section (Immigrant Visa Unit) of the Embassy.

#### **Major Duties or Projects:**

- Russian translation;
- Assembling immigrant visa documents;
- Preparing cases for interview, including taking fingerprints, data entry, and obtaining pre-interview information;
- Filing immigrant visa cases;
- Distributing immigrant visa packets

#### **Qualifications Required**

- Knowledge of MS Office;
- Good computer skills;
- Good interpersonal and customer service skills;
- Ability to work in a team;
- Fluent Polish; must be able to speak, read, and write in English and Russian

Information and application materials are available at  
<http://warsaw.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational

institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program

**NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.**

**Closing date for this position: March 31, 2011**

**Equal Opportunity Employer**